

SUPERINTENDENT OF EQUIPMENT MAINTENANCE

General Statement of Duties: Directs the activities of the Equipment Maintenance Division of the Public Works Department; does related work as required.

Distinguishing Features of the Class: This is a highly responsible supervisory and administrative position. The employee is responsible for the planning and directing of a comprehensive maintenance, repair and replacement program for City automotive and power equipment. Work is performed under general supervision with incumbent exercising a high level of independent judgement and initiative.

Areas of Accountability:

1) Directs the activities of the Equipment Maintenance Division.

- Plans and schedules the repair and maintenance of City automotive and power equipment;
- Establishes maintenance practices, policies and procedures to meet goals of the division;
- Develops and implements a comprehensive equipment management information system utilizing fleet management software;
- Recommends purchase of new equipment and prepares specification for such;
- Prepares depreciation schedules.

2) Directs and coordinates activities of division personnel.

- Directs employees under his/her control in accordance with Personnel, Equal Employment Opportunity and Affirmative Action policies and union contracts;
- Recommends hiring and disciplinary actions;
- Reviews and evaluates performance of subordinate personnel;
- Defines and delegates authority and responsibility to appropriate subordinates;
- Maintains open communications with employees.

3) Provides training of division personnel.

- Orients new employees with regard to work rules, safety procedures, and care and use of equipment;
- Ensures that division personnel receive the training necessary to keep them knowledgeable of current practices and procedures in automotive and heavy equipment maintenance.

4) Maintains appropriate records.

- Assures division compliance with City reporting procedures (forms, etc.);
- Maintains records of work rule infractions, employee counseling, and other personnel actions;
- Maintains complete computerized records of the maintenance activities of the department;
- Maintains records of complaints received concerning the operation of the division.

Required Knowledge, Skills, and Abilities: Thorough knowledge of mechanical methods, materials, and techniques used in automotive and power equipment repair and maintenance; ability to plan, organize and supervise the work of employees engaged in repair and maintenance of automotive and heavy equipment; ability to develop and implement a comprehensive equipment maintenance program; ability to develop and implement a fleet management program; computer literacy; familiarity with fleet management software applications, preferably Equipment Management Information Systems (EMIS); ability to communicate effectively both orally and in writing; ability to maintain effective working relationships with staff, subordinates, and the general public.

Acceptable Experience and Training: Qualified candidates will have a minimum of 3 years supervisory experience with a background in fleet equipment management that includes heavy equipment and passenger vehicles coupled with hands on mechanical training, or, an equivalent combination of education and experience which provides the required knowledge, skills and abilities. Must have a valid driver's license.